

Minutes of the Finance Committee

Thursday, October 21, 2004

Chair Haukohl called the meeting to order at 8:45 a.m.

Present: Supervisors Pat Haukohl (Chair), Jim Behrend, Don Broesch, Ken Herro, Joe Marchese, Bonnie Morris, and Genia Bruce.

Also Present: Legislative Policy Advisor Mark Mader, Labor Relations Manager Jim Richter, County Board Supervisors Joe Griffin and Vera Stroud, Administration Director Norm Cummings, Senior Services Director Cathy Bellovary, Senior Services Analyst Barbara Woyak, Airport Manager Keith Markano, Airport Commission Chair Ray Perry, Deputy Inspector Steve Marks, UW-Extension Director Marcia Jante, Senior Financial Analyst Clara Daniels, Jail Administrator Mike Giese, Correctional Facility Manager Meg Schnabl, Personnel Committee Chair Duane Paulson, Employment Services Manager Sue Zastrow, Judiciary & Law Enforcement Committee Chair Bill Mitchell, Chief of Staff Allison Bussler, District Attorney Paul Bucher, Collections & Business Services Manager Sean Sander, and Budget Manager Keith Swartz.

Approve Minutes of Previous Meeting(s)

MOTION: Marchese moved, second by Broesch to approve the minutes of October 4. Motion carried 7-0.

MOTION: Broesch moved, second by Marchese to approve the minutes of October 6. Motion carried 7-0.

MOTION: Behrend moved, second by Bruce to approve the minutes of October 12. Motion carried 7-0.

MOTION: Broesch moved, second by Behrend to approve the public hearing minutes of October 12. Motion carried 7-0.

Schedule Next Meeting Dates

Monday, October 25 at 9:30 a.m.

Announcements

Haukohl asked committee members with any budget amendments to give them to Chief of Staff Lee Esler before this weekend.

Herro said from 1997 to 2004, the total budgeted amount for consulting in the County Board Office has been \$280,000. Of that, we utilized \$84,000, half of which was for the Kimme study, not typical. The annual budgeted amount is \$32,000 and, excluding that study, the actual used has only averaged \$6,000 per year. He asked why we should continue to budget \$32,000 every year.

Correspondence

Haukohl advised of a letter signed by several members of Waukesha County's delegation (State Legislature) supporting the Waukesha County Conservation Alliance's request to allow public hunting on public lands in Waukesha County.

Ordinance 159-O-067: Ratification of 2004 – 2005 – 2006 AFSCME Master Collective

Bargaining Agreement

Richter said they reached a voluntary agreement with the AFSCME Master Unit covering 2004 through 2006. This is the largest bargaining unit in the County, covering about 445 employees including clerical, custodial, maintenance, and paraprofessionals.

Among the provisions outlined in the ordinance are across-the-board increases of 3% effective 12-27-03, 2% effective 1-8-05, 1% effective 6-25-05, 2% effective 1-7-06, and 1% effective 6-24-06. Richter and Cummings said bargaining for health insurance changes has already occurred in a previous agreement and will begin with the other bargaining units very soon as they are on different cycles.

MOTION: Morris moved, second by Behrend to approve ordinance 159-O-067. Motion carried 7-0.

Fund Transfer 2004-40-1: Public Works / Communications Center – Transfer Funds from Personnel Expenses to Operating Expenses

Cummings discussed this fund transfer which involves transferring \$82,500. Personnel costs for Telecommunications shifting over from the City of Brookfield dispatch operations are included in the 2004 budget. These personnel costs will not be incurred in 2004 as the City will not transition dispatch operations to the Communications Center until early 2005. The budget anticipated the personnel costs for the entire 4th quarter of 2004 with a 11-8-04 start date. The transfer will fund the cost of the positions while still at the City from 11-8-04 through 12-31-04. Although the staff transfer to the Center is not anticipated until February of 2005, the staff are expected to be County employees as of 1-1-05.

MOTION: Behrend moved, second by Morris to approve fund transfer 2004-40-1, Public Works / Communications Center. Motion carried 7-0.

Ordinance 159-O-066: Modify Department of Senior Services 2004 Budget to Increase Revenues and Appropriate Additional Expenditures for Older Americans Act Services and Specialized Transportation Assistance Services

Bellovary and Woyak discussed this ordinance as outlined which involves a modification of their 2004 budget. It allows the department to accept and receive additional funding allocations totaling \$8,066 and consists of \$3,201 in federal Older Americans Act funding and \$4,865 in Wisconsin Department of Transportation specialized transportation program funding. The funds will be used for additional respite care, elderly nutrition, and Rideline services.

MOTION: Bruce moved, second by Broesch to approve ordinance 159-O-066. Motion carried 7-0.

Ordinance 159-O-063: Approve Second Amendment to Fixed Base Operator Agreement Between Waukesha County and Waukesha Flying Services, Inc.

Markano explained the ordinance, which will provide for the reduction of 69,740 sq. ft. of the west tie-down area of the terminal aircraft parking ramp from 118,399 sq. ft. to 48,659 sq. ft. as an amendment to the Fixed Base Operator Agreement between Waukesha County and Waukesha Flying Services, Inc. This will make space for the construction of a new hangar and parking ramp with 69,740 sq. ft. being allocated. The lessee is responsible for utilities and maintenance costs associated with the new hangar and parking ramp therefore, no significant impacts are anticipated.

The fiscal note reads that based on 2004 contract rates, the annual lease revenue for the hangar and ramp will increase to \$19,013 from the \$8,109 currently being realized on the space, for a net gain of \$10,904. However, Markano indicated that the fiscal note was incorrect. The actual net gain would be \$4,641 since the actual current lease revenue is \$14,372 – not \$8,109. A consensus of the committee felt an amended fiscal note was warranted and that copies should be forwarded to the full County Board.

MOTION: Behrend moved, second by Bruce to approve ordinance 159-O-063. Motion carried 7-0.

Contract Procurement Process for Psychological Services – Sheriff’s Department Employees

Marks indicated the contract was awarded to Dr. Timothy Tyre, the highest rated proposer, for a total contract cost of \$74,430 for two years. The first year cost is \$42,960 and the first year budgeted amount was \$43,250. A total of four RFP’s were received for consideration.

MOTION: Herro moved, second by Broesch to approve the contract procurement process for psychological services for Sheriff’s Department employees. Motion carried 7-0.

Ordinance 159-O-065: Authorize the Waukesha County University of Wisconsin Extension to Accept the Greater Milwaukee Foundation Grant and to Authorize Additional Expenditure Appropriations to Deliver the Educational Program “Going Solo: Creating a Family Business for Hispanic Entrepreneurs in Waukesha”

Jante reviewed this ordinance as outlined which involves accepting a \$30,000 grant from the Greater Milwaukee Foundation to teach Hispanic families techniques to identify and develop business opportunities and build entrepreneurial skills. UW-Extension estimates the total cost of the program to be \$43,300 of which the County’s in-kind portion is \$4,900 and the State UW-Extension’s in-kind portion is \$8,500. This ordinance results in no additional direct tax levy impact.

MOTION: Broesch moved, second by Behrend to approve ordinance 159-O-065. Motion carried 7-0.

159-O-059: Create New and Abolish Positions, Approve Equity Adjustments, Transfer Positions to New Department of Emergency Preparedness, Reclassify Positions, and Abolish Sunset Provision

Zastrow, Giese, and Schnabl reviewed Section I of the ordinance to create 28.50 FTE / funding 14.94 FTE positions for the new jail in the Sheriff’s Department. In detail, Schnabl reviewed the design of the new building and how it affects their staffing needs for security and supervision purposes. The total cost of this proposal is \$899,401. This is offset by 4.14 FTE position abolishments with cost reductions of \$228,177 and an estimated \$3,455 from additional new revenues directly relating to new positions. This results in a net 24.36 FTE authorized positions created / 10.80 FTE funded position increase with a 2005 net tax levy increase estimate of \$667,769. Schnabl distributed charts outlining their staffing needs which included information on number of staff per shift, type of staff, and duties and responsibilities for the Administration, Administrative Support, and Security areas. Haukohl commended Sheriff’s Department staff and felt they did a great job analyzing their needs.

Zastrow reviewed the other sections of the ordinance as well as Table I (create and abolish positions), Table II (equity adjustments), and Table III (transfer positions to Emergency Preparedness). Zastrow explained the one-step equity adjustments for three Radio Services positions and that these are difficult to recruit and they don't want to risk turnover.

Section IV states that effective January 1, 2005 sunset provisions will be removed from all positions associated with the Victim Witness Chapter 950 Program. Cummings said there is wide support for this program by the County Board and therefore, the County Executive has agreed to remove these provisions. The committee briefly discussed dwindling state funding and the possibility that in the future, these positions may need to be fully funded by tax levy or else be reduced or eliminated.

Zastrow discussed the proposal to abolish the Communication Center Manager position and create a Director of Emergency Preparedness position effective July 1, 2005. The half-year impact for 2005 is an estimated expenditure increase of \$5,719 and potential tax levy decrease overall of \$14,642 based on 0.25 FTE of the Director position allocated to Radio Services, along with potential Emergency Management Performance Grant funds available estimated at \$5,000.

The total net tax levy impact associated with this ordinance is \$653,127.

Zastrow advised of two amendments to this ordinance approved by the Personnel Committee which adds Section IX and Section X. Section IX states that effective upon approval of this ordinance, abolish one regular full time position of Purchasing Clerk, 2003 salary range \$12.7096 - \$14.84, and create one regular full time position of Clerk Typist III, 2003 salary range \$12.5011 - \$14.0783 in the Department of Administration.

Section X states that effective January 1, 2005, create one regular full-time position of Computer Forensic Analyst in the office of the District Attorney. This was approved by the Personnel Committee by a 4-3 vote. County Executive Finley is opposed to funding this position with tax levy. The current position, Computer Analyst, is scheduled to sunset 30 days after the Protect System is installed. Bucher referred to the job specification sheet. He discussed his justification for wanting to keep the position and the difference between this position and the forensics position in the Sheriff's Department. Computer forensics is a complicated area and there are very few in the State who specialize in this area. This person would transfer/transform a computer investigation, for example, child porn, that is done by either a local police department or the Sheriff's Department, and allow him or his assistants to use this in the courtroom and convince a jury. Without this position, additional contracted help expenses will be incurred. Bucher noted that he included this in his budget but it was eliminated by Administration.

Bucher suggested the Computer Forensic Analyst position be paid for using collected bail jumping revenues. Currently, the majority is retained by the Collections Division in the Department of Administration and the remainder is given to Circuit Courts. Bucher suggested his office receive more of the interest than the current 20%, partly because his office generates revenues for the County by upholding County ordinances and prosecuting those who offend. It was noted that the position will cost around \$95,000 including benefits. Bucher said it's estimated the Collections Division will make \$200,000 in interest alone in 2004. He noted this is a funding source that's directly related to the efforts of his office and he felt it was a reasonable way to fund the position.

Cummings said the Collections Division has been very successful with these collections but it won't necessarily continue forever. Also, the Collections Division would have to charge departments more for doing their collections if revenues are diverted elsewhere. He argued that bail interest is considered "cushion." Cummings said bail revenues go into the Circuit Courts budget and he agreed with Bucher that there was no direct correlation but Cummings said it is going into law enforcement. Cummings noted that all revenues are budgeted and if you take money from a budget, tax levy will be needed to cover that amount. Haukohl asked if there was a build-up of fund balance in the Collections Division. Cummings said the money will be used next year to pay for new software, indirect costs, and office remodeling. Also, we don't want to use any kind of fund balance for ongoing operations. Haukohl disagreed and said fund balance is used in some areas for this purpose. Cummings said only in Risk Management and they're required to keep reserves. However, Haukohl said dollars do lapse in the Collections Division fund balance. Cummings replied he would rather see that than a loss each year.

Bruce said she agreed with the Sheriff who felt losing the Computer Forensic Analyst position would be a great loss of expertise on the technical side. Broesch also supported the position and said even if we can't find the funding in some other area of the budget, we're looking at less than 0.25% impact on the levy rate. Haukohl and Morris did not support the position but they did support funding for contracted help for these purposes. Morris said she was opposed to the position especially after she read the Computer Forensic Analyst job specification sheet which states over two-thirds of this person's job will be computer information systems support and not forensics related. She said this is why the position was cut in the first place and that after the State's Protect System was up and running it was not supposed to be funded with County dollars. Herro and Behrend also spoke in opposition to the position.

Cummings said if Bucher were to run out of contracted help funds in his budget, he could do a fund transfer within his own budget or do a contingency fund transfer. Also, Cummings thought if Bucher needed more help he could lean on the Investigation Unit in the Sheriff's Department and if the Sheriff's Department didn't have that expertise, they may want to shift priorities to handle this type of assistance on a long term basis.

MOTION: Broesch moved, second by Bruce to approve ordinance 159-O-059. Motion defeated 2-5. Haukohl, Morris, Behrend, Herro, and Marchese voted no.

MOTION: Herro moved, second by Bruce to adjourn at 12:51 p.m. Motion carried 7-0.

Recorded by Mary Pedersen, Legislative Associate.

Respectfully submitted,

Bonnie J. Morris
Secretary